United Nations ST/AI/234/Rev.1/Amend.2

Secretariat

4 September 2014

Administrative instruction

Administration of the Staff Regulations and Staff Rules

1. The purpose of the present amendment to administrative instruction ST/AI/234/Rev.1 of 22 March 1989 is to clarify the authority in respect of placement on administrative leave under staff rule 10.4 and the delegation authority of the Assistant Secretary-General for Human Resources Management.

2. Paragraph 5 of the instruction is hereby replaced by the following paragraph:

"5. Matters within the authority of the Assistant Secretary-General for Human Resources Management are listed in annex II. The Assistant Secretary-General may delegate the exercise of this authority within and outside the Office of Human Resources Management, including to an Under-Secretary-General. Authority with respect to the matters indicated by an asterisk in annex II will be exercised by the Assistant Secretary-General for Human Resources Management in respect of staff at Headquarters and at United Nations missions and information centres and by the head of the office concerned in respect of staff at other offices away from Headquarters. Authority with respect to matters indicated by two asterisks in annex II will be exercised by the Assistant Secretary-General for Human Resources Management in consultation with the Controller. With respect to the establishment of rates of allowances and of salary scales for staff in the General Service and related categories, the authority will be exercised with due regard to any decisions that may be made by the International Civil Service Commission (ICSC) under its statute."

3. Annex I to the instruction is hereby amended by the addition of the following authority under staff rule 10.4:

"10.4 Decision to place a staff member at the Under-Secretary-General or Assistant Secretary-General level on administrative leave with or without pay at any time after an allegation of misconduct and pending the initiation of an investigation and until the completion of the disciplinary process."

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4. Annex II of the instruction is hereby amended as follows:

Page 13, text relating to rule 110.4, is hereby replaced by:

"10.4 Decision to place a staff member in the General Service or related categories, the Professional and higher categories up to and including the D-2 level, and the Field Service category, on administrative leave at any time after an allegation of misconduct and pending the initiation of an investigation and until the completion of the disciplinary process. Such placement on administrative leave is with pay unless otherwise determined by the Under-Secretary-General for Management.

(except as provided in annex V)"

5. Annex V of the instruction is hereby amended as follows:

Page 20, text relating to rule 110.4, is hereby replaced by:

"10.4 Decision to place a staff member in the General Service or related categories, and the Professional and higher categories up to and including the D-2 level, on administrative leave at any time after an allegation of misconduct and pending the initiation of an investigation and until the completion of the disciplinary process. Such placement on administrative leave is with pay unless otherwise determined by the Under-Secretary-General for Management."

6. The provisions of the present administrative instruction amending ST/AI/234/Rev.1 shall prevail over any inconsistent provisions contained in administrative instruction ST/AI/371 entitled "Revised disciplinary measures and procedures", as amended.

7. The present instruction shall enter into force on the date of its issuance and shall remain in effect until further notice.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management